16 March 61

25X1A

REGULATION
NO. ████

PERSONNEL
1961

25X1A

RETIREMENT

25X1A

Rescission: ████ dated 21 August 1959

1. POLICY

a. Staff employees, staff agents, and military staff agents, excluding only those receiving temporary appointments, participate in the Civil Service Retirement System. Certain temporary employees who participated in the System immediately prior to their temporary employment with the Agency retain their coverage under the Civil Service Retirement Act, as amended.

b. Career agents may be granted retirement benefits. Contract personnel who participated in the System immediately prior to their employment under contract without a break in service of more than 3 days continue to participate in the System. Specific provision for such coverage will be made in employment contracts.

c. The amount of retirement benefits, insofar as Agency employment is concerned, is based on Agency salary. Retirement deductions for ████, except military staff agents, will be made by the ████ agency 25X1C on the basis of the individual's ████ salary with subsequent 25X1C adjustment in accordance with the provisions of ████ Section 25X1A Settlement of Compensation Differences.

d. Agency participants in the Civil Service Retirement System will be expected to retire when they become eligible for optional retirement (age 60 with 30 years service - age 62 with five or more years service) except when requested by the Agency to remain in service.

THIS IS THE DRAFT REGULATION ON RETIREMENT WHICH MR HOUSTON IS COORDINATING WITH
BOARD MEMBERS AND WILL REVISE TO REFLECT THEIR THINKING PLUS DISCUSSION
AT CAREER COUNCIL MEETING

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2. THE CIA RETIREMENT BOARD

The CIA Retirement Board is established to ensure uniform application of the retirement policy set forth in paragraph 1d above, and to act on appeals connected therewith. It is composed of three members appointed by the Director of Central Intelligence. The Office of Personnel provides administrative support to the Board. The Board shall:

a. Monitor this retirement policy on a continuing basis and make recommendations thereon to the Director of Central Intelligence.

b. Consider employees' personal plans, preferences, and circumstances should they request continuation of employment beyond the date of eligibility for retirement, and render decisions regarding such requests.

3. DEPUTY DIRECTORS

Deputy Directors shall determine for employees under their jurisdiction whether or not it is considered desirable to retain them beyond the retirement date established by Agency policy because of skills or other qualifications which are needed and should be preserved to the Agency. They shall hold discussions on a tentative basis regarding employees' retirement plans two years prior to the projected retirement date and shall review each case annually thereafter.

4. THE OFFICE OF PERSONNEL

The Office of Personnel provides staff guidance, administrative support, and counseling services in connection with the Civil Service Retirement

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System. The Office of Personnel shall:

a. Notify Deputy Directors of employees under their jurisdiction who will

be eligible for retirement five years hence so that the employees

concerned may avail themselves of pre-retirement services.

b. Conduct a pre-retirement counseling program for Agency personnel which

will include:

(1) Counseling of employees at least 5 years prior to reaching

retirement age concerning their accrued benefits, privileges,

and obligations.

(2) Developing with employees as retirement approaches both pre-

retirement and post-retirement plans.

c. Process applications in connection with Civil Service Retirement for

Agency personnel, including those requiring secure processing or

those for internal refunds.

d. Make available within the Agency general information concerning retire-

ment and furnish specific information as requested. For security

reasons, Agency personnel will not contact the Civil Service Commission

directly.

5. THE COMPTROLLER

The Comptroller maintains records of and withholds retirement deductions,

and makes payment of direct refunds as authorized by the Director of

Personnel.